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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Special Staff

DATE: SEP 10 1953

FROM : Acting Chief, Administrative Staff

SUBJECT: Weekly Activity Report

1. GENERAL

a. Agency Regulations (Continued item)

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Logistics Office concurrence regarding proposed Regulation [REDACTED] - Obligation and Expenditure of Funds, is being withheld until such time as the administrative responsibility associated with the "determination of amounts obligated for transportation of things", paragraph 4b(3), is clarified.

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Logistics Office concurrence with proposed [REDACTED] Joint [REDACTED] - KUBARK Communications was made 8 September 1953. This Regulation acquaints field installations with the policies and procedures required for the provision, administration, and operation of joint [REDACTED] - KUBARK communications activities.

b. Supplemental Budget Fiscal Year 1955 (new item)

All Staffs and Divisions have been directed to submit FY-55 Supplemental Budget requests to the Administrative Staff not later than 10 September. These estimates will be consolidated and the target date for submission to the Comptroller is 11 September.

c. Military Personnel Requirements FY-53 (new and completed item)

At the request of the Chief, Military Personnel Division, this Office has again reviewed in detail its Military Personnel Requirements for FY-54. The Chief, Military Personnel Division has been advised that this Office is unable to release any of its FY-54 military personnel authorization.

Recruitment requests for two Army Supply Officers and two Air Force Supply Officers have been prepared for submission to the Chief, Military Personnel Division.

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d. Increase in Logistics Office Personnel Ceiling (new and completed item)

A Staff study is being prepared for submission to the Acting Deputy Director, Administration, requesting an increase of twenty in the Logistics Office personnel ceiling, and a corresponding increase in the Logistics Office fund limitation for FY-54 and 55 to pay the personnel services costs thereof.

2. PROJECTS AND STUDIES IN PROGRESS

a. Logistics Support Course (continued item)

Informal conferences were held during the week with the Chairman, Clandestine Services Training Committee, on methods of selection of students to attend this course.

b. Human Resources Training Program (continued item)

The fifth presentation of the Human Resources Training Program began on Wednesday, 9 September.

→ c. Notification of Leave Balances (new and completed item)

Employees of the Logistics Office have been notified of their leave balances. Those who have excess leave which must be used prior to 2 January 1954 have been directed to submit leave schedules to the Personnel Officer through their Staff or Division Chiefs.

d. Turnover of Personnel (new item)

A study has been initiated to determine reasons for undue turnover of personnel within the Logistics Office.

e. Report of Separations (new item)

Reports of exit interviews of Logistics Office employees resigning in July 1953 are being routed to Division Chiefs directing that necessary action be taken so that Secretary-Stenographers make better use of their shorthand.

f. Delegations of Authority (new item)

The Administrative Staff, with the assistance of the O&M Service, is continuing a study and review of Delegations of Authority to all functional components of the Logistics Office. Deadline date for completion of this study is 1 October.

g. Overtime (completed item)

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The draft of Logistics Office Instruction regarding the policies, Approved For Release 2000/09/08 : CIA-RDP78-03991A000200040026-7 and approval of over-

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time has been revised and will be submitted to the Chief of Logistics prior to 15 September.

h. Agency Regulatory Issuances (new and completed item)

A comprehensive Logistics Office instruction concerning the policies, responsibilities, and procedures regarding the development of Agency Regulatory Issuances has been prepared and will be sent out for internal coordination on 10 September.

i. Management Analysis and Review of the Administrative Staff (new item)

Detailed statements of activities within each function of the Administrative Staff are being prepared for submission to the Inspection and Review Staff with a deadline date of 18 October 1953.

3. OTHER ITEMS OF INTEREST

a. Personnel Needs (continued item)

Vacancy and In-Process Totals for Logistics Office

<u>Office of Chief</u>	<u>In Process</u>	<u>Vacancies</u>
GS-7 and above	500	0
GS-6 and below	5	0
Total	10	0
 <u>Coordination & Requirements Staff</u>		
GS-7 and above	4	3
GS-6 and below	5	2
Total	9	5
 <u>Procurement Division</u>		
GS-7 and above	3	7
GS-6 and below	3	0
Total	6	7
 <u>Supply Division</u>		
GS-7 and above	10	11
GS-6 and below	21	9
Wage Board - GS-7 and above	7	3
Wage Board - GS-6 and below	10	9
Total	48	32

Real Estate & Construction Division

GS-7 and above	2	3
GS-6 and below	<u>3</u>	<u>0</u>
Total	5	3

Transportation Division

GS-7 and above	7	1
GS-6 and below	7	2
Wage Board - GS-7 and above	1	6
Wage Board - GS-6 and below	<u>2</u>	<u>1</u>
Total	17	10

b. Personnel Report (continued item)

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The on duty strength report of 9 September is [REDACTED]

Reassignments of overseas duty. Two individuals are due effective reassignments 13 September. One other person pending reassignment to NEA.

Personnel Officer is still negotiating with representatives of Classification and Wage Division and Security Division to have the give Unvouchered positions converted to Vouchered funds in accordance with recent request from the Comptroller and approved by the Chief of Logistics.

Three new employees have entered on duty in Logistics Office this week.

c. Basic Intelligence Course (SUP) (continued item)

Twelve Logistics Office personnel are scheduled to attend the BIC (SUP) beginning on 14 September.

d. Vital Material Program (continued item)

No change.

e. Evacuation Plan (continued item)

No change.

f. Budget Officer (new and completed item)

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Mr. [REDACTED] formerly of the Budget Division, Comptroller's Office, has been assigned as Budget Officer, Logistics Office effective 11 September.

g. Correspondence (new and completed item)

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dence is in process of preparation and will be submitted in draft form to the Deputy Chief of Logistics prior to 17 September. The instruction will rescind LI 110-100-1.

5. MAJOR OBJECTIVES

a. Career Service Program (continued item)

A proposal has been drafted for presentation to the Career Service Board on 10 September for the Review of Qualifications of CIA Career Employees nominated for Logistics Office Career Designations.

b. Logistics Office Training Program (continued item)

The Logistics Office Training Officer will present a review of training accomplishments and training problems to the Logistics Office Career Service Board on 10 September.

AS/LO/ECB:lmr

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